



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

LITIGATION DIVISION PARALEGAL

Provides paralegal and administrative support for the Litigation Division. Reports to the Chief Counsel for Litigation. Principal duties include:

Duties:

- Provide paralegal and executive administrative support.
- Assist in the discovery phase of litigation. Prepare and respond to interrogatories, discovery requests and subpoenas; contact parties and other witnesses to obtain documents and responses to discovery; keep track of due dates, and assist in preparation of discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment, including affidavits and documentary evidence.
- Gather, organize, and assemble legal and other documents and case files and data, including for possible discovery production, and external and internal reports.
- Responsible for screening new cases and preparing case files, overseeing file transfer, receipt and tracking of case assignments, requests for representation, and general litigation inquiries.
- Coordinate and monitor settlement recommendations forwarded to the Governor's Office.
- Maintain calendars including the Litigation Trial Calendar.
- Responsible for docketing pleadings and other documents into Time Matters.
- Initiate contract requests.
- Responsible for mail distribution.
- Process transportation authorizations and travel memoranda.
- Answer telephone; update Litigation Division-related documents; open and close files; responsible for office supplies and maintaining supply cabinet.
- Prepare legal documents for filing in State and Federal Courts, correspondence, memoranda and reports. Assemble data, copy documents, and maintain case files and case management system.
- Communicate with outside counsel and client agencies to obtain documents and other pertinent information.
- Perform research as necessary.
- Other duties as assigned by Chief Counsel for Litigation.

Skills:

- Paralegal degree preferred or equivalent work experience.
- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Office Software including Word, Excel, PowerPoint and Outlook, Time Matters, e-discovery software and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Communicate clearly and concisely; maintain professionalism in all verbal and written communications and keep others informed on a timely basis.
- Familiarity with federal and state civil procedure.

- Familiarity with civil discovery process, including knowledge of various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond to requests for information.
- Demonstrate dependability and adaptability.
- Effective organizational and problem solving skills required.
- Awareness of ethical concerns, including need for confidentiality.